SpecialServices

Including/Excluding Documents in the EMIS Extract

*Note: For information on creating an EMIS extract on the **SpecialServices EMIS Extract** screen in StudentInformation, see the* Creating an EMIS Extract *instructional sheet.*

Per ODE's requirements, all IEPs, ETRs, SPs, 504Ps, and MDs with a **Status** of **Open**, **In Review**, or **Completed** are marked with **Include in EMIS** and included in the EMIS extract by default. If desired, you can exclude an IEP, ETR, SP, 504P, or MD from the EMIS extract when you create it (see the *Creating a New Document* instructional sheet). You can also manually include or exclude a document using the **Include in EMIS** and **Exclude from EMIS** buttons, respectively, on the **Student Documents** screen **Documents** tab.

Manually Including Documents in the EMIS Extract

① On the **Student Documents** screen **Documents** tab, select the checkbox(es) for the document(s) you want to include in the EMIS extract. Or, select the checkbox in the column header to select all documents.

② Click **Include in EMIS**.

	! ▾	**Student**	**Grade**	**Document**		**Type**	**Include in EMIS**	**Status**	**Due Date**	**Progress**
☑		Bradley, Sirisha	5	2019 - 2020 RIEP	⋮	IEP		Open	06/22/2020	100%
☐		Austin, Siri	5	2019 - 2020 RIEP	⋮	IEP		Open	06/24/2020	100%

Tabs: **Documents** | **Recycle Bin**
Buttons: **+ New Document** | **!** Mark as Prio... | ② ★ Include in EMIS | 🗑 Delete | ▼ | ⚙

*Note: When you click **Include in EMIS** for a document that should not be reported to ODE, the **This document is not included in EMIS by default** error message displays, and in the **Include in EMIS** column for the selected document(s), ⚠ displays until you refresh the screen.*
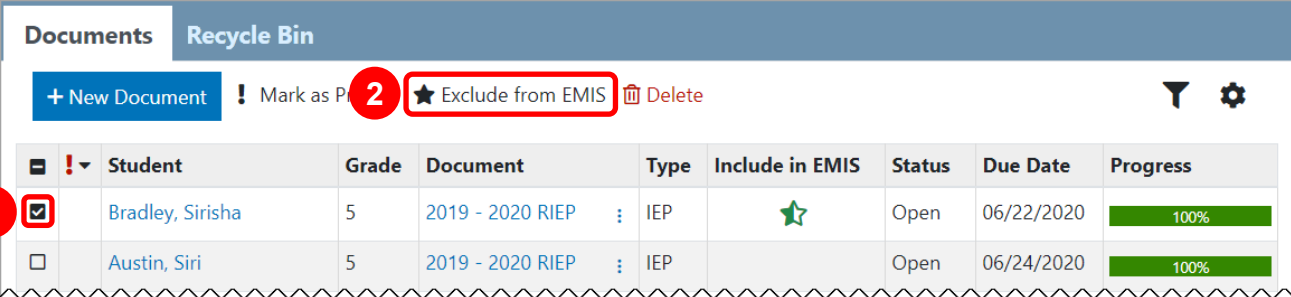
All selected documents with a **Status** of **Completed** are now included in the EMIS extract, and in the **Include in EMIS** column, ⭐ displays for the applicable documents. All selected documents with a **Status** of **Open** or **In Review** will be automatically included in the EMIS extract once they are completed, and in the **Include in EMIS** column, ⭐ displays for the applicable documents.

*see reverse side for more information

Manually Excluding Documents from the EMIS Extract

1 On the **Student Documents** screen **Documents** tab, select the checkbox(es) for the document(s) you want to exclude from the EMIS extract. Or, select the checkbox in the column header to select all documents.

2 Click **Exclude from EMIS**.

*Note: Exclude from EMIS displays only if all selected documents were previously marked with **Include in EMIS**.*

Documents	Recycle Bin							
+ New Document	! Mark as Pr	★ Exclude from EMIS	🗑 Delete					▼ ⚙
☐ ! ▼	Student	Grade	Document	Type	Include in EMIS	Status	Due Date	Progress
☑	Bradley, Sirisha	5	2019 - 2020 RIEP ⋮	IEP	☆	Open	06/22/2020	100%
☐	Austin, Siri	5	2019 - 2020 RIEP ⋮	IEP		Open	06/24/2020	100%

The selected documents are now excluded from the EMIS extract, and in the **Include in EMIS** column, ☆ (**Status** of **Open** or **In Review**) or ★ (**Status** of **Completed**) no longer displays.